

EFFECTIVE DATE: February 16, 1981

REVISION DATES: _____

SUBJECT: Volunteer Workers/Unpaid School Interns/Work Experience Program
Participants1. Purpose:

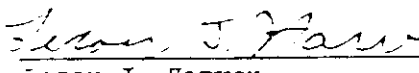
To establish a policy governing volunteer workers, unpaid school interns and all other persons not employed by the City of San Antonio but who are receiving work experience in a City department or work site.

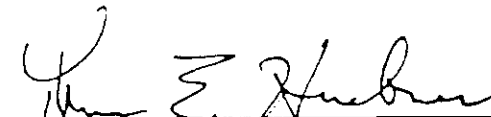
2. Responsibility:

It is the responsibility of the department to insure that no individual is allowed to work on City premises on a voluntary basis until the individual has been cleared through the Personnel Department and a release form has been signed. All departments must direct inquiries concerning volunteer workers unpaid school interns and work experience programs to the Recruitment & Selection Division of the Personnel Department.

3. Policy:

- No wages of any kind will be paid by the City of San Antonio to persons working in a volunteer capacity, unpaid school internship or work experience program.
- All persons who wish to work as volunteers or participate in work experience programs or unpaid school internships must be screened by the Personnel Department to insure necessary requirements are met.
- All persons that are to be working with the City of San Antonio as volunteers, unpaid school interns or work experience program participants must sign a release form prepared by the Personnel Department releasing the City of San Antonio of responsibility for any financial costs or physical injury incurred while performing his/her duties.
- If driving a City vehicle is involved in the performance of the duties, the volunteer, unpaid school intern or work experience program participant must meet the driver evaluation criteria as required by the City of San Antonio.


Leroy J. Harvey
Acting Personnel Director


Thomas E. Huebner
City Manager

RELEASE

I, _____, in consideration of the City of San Antonio allowing me to provide services on a voluntary basis in the Department of _____ of the City, do hereby agree to indemnify and hold harmless the City of San Antonio from any and all claims, causes of action, etc. that may be caused or arise out of my performance of assigned duties. I hereby agree to waive any and all claims, causes of action, etc. which I may have against the City caused by or arising out of the performance of my assigned duties.

DEPARTMENT OF PERSONNEL

DATE: _____

SIGNATURE OF VOLUNTEER WORKER

DATE: _____